

CITY AND COUNTY OF MONTGOMERY PERSONNEL

27 Madison Avenue Montgomery, AL 36104

Jobline: 334/241-2217 Telephone: 334/241-2675 Fax: 334/241-2219

www.montgomerypersonnel.com

EMERGENCY COMMUNICATIONS OPERATOR I (Trainee)

\$23,475 - \$33,416

CI8190

Revised 10/7/05

NATURE OF WORK: This is an entry-level trainee position in the field of emergency communications. Employees occupying positions of this class are responsible for participating in formal classroom sessions, on-the-job training, and directed self-study in order to acquire and maintain proficiency in the knowledge and skills needed to perform the tasks of a full performance Emergency Communications Operator II (ECO II). Employees receive training in taking and processing calls for Police, Fire, Sheriff and emergency medical services, and dispatching Police, Fire, Sheriff and ambulance units and other similar emergency medical equipment, and retrieving and interpreting computerized public safety data. Specific instructions are provided for each assignment and work is spot-checked in progress to ensure the trainee understands and is able to apply instructions. Intensity of supervision is reduced for repetitive tasks as the trainee learns to perform them. The complete job description may be obtained from the website or the Personnel Department.

Upon successful completion of the prescribed training program, the trainee will be eligible for appointment as an Emergency Communications Operator II. Employees who fail to successfully complete the required training during the 6 months probationary period will be subject to termination.

MINIMUM QUALIFICATIONS: Six (6) months of experience receiving and/or transmitting telephone, radio and/or alarm system calls. Satisfactory completion of a typing or data entry operations course of study or at least six (6) months of experience. **SPECIAL REQUIREMENTS:** Must be available to be on call and to work shifts, weekends, holidays, and overtime as needed. Applicants will be required to submit to a thorough background investigation prior to employment. ***Applicants who meet the qualifications for ECO II may apply for ECO II immediately (See announcement for ECO II).***

HOW TO APPLY: Applications may be obtained from the Montgomery City-County Personnel Department, State Employment Offices, or downloaded from the website. Resumes may be attached to the application, but will not be accepted in the place of a completed application form. **The application must be filed with the Montgomery City-County Personnel Department, 27 Madison Avenue, Montgomery, AL 36104.** No person or departments are authorized to accept applications except the Personnel Department. Applications may be delivered in person, by hand-mail, by the U.S. postal service or any other mail delivery service, or by facsimile (334-241-2219). **Completed applications will be accepted until the hiring needs are met. The announcement may be closed at any time without prior notice.**

KIND OF EXAMINATION: This is a **continuous** recruitment list. This means a current register is maintained so that eligible applicants are available **when** a vacancy occurs with the **Communications Department**. Candidates are added to the list according to their score on the test. Your name will be sent to the hiring authority for consideration if you are reachable on the list at the time of the vacancy. Applicants will be screened and qualified based on education and experience as shown on the application. For this reason, applicants are urged to fill in the application form completely providing detailed information concerning the kinds of jobs they have held, the dates they held them, where and exactly what their duties were. A **computerized examination** will be administered in order to rank applicants on the employment register and tied scores will not be broken. Qualified applicants will be notified regarding the test date and time.

BENEFITS: Employees are offered a competitive benefits package which includes health, dental, and life insurance, paid annual and sick leave, paid holidays, and a retirement program.

EMPLOYMENT WITH THE CITY OF MONTGOMERY, MONTGOMERY COUNTY AND MONTGOMERY HOUSING AUTHORITY IS CONDITIONAL UPON THE POTENTIAL EMPLOYEE PASSING A PRE-EMPLOYMENT DRUG TEST. (The drug test may require the submission of a sample of hair, finger nails, and/or urine that will verify illegal drug use.)

Equal Employment Opportunity Policy & General Information - See reverse side

GENERAL INFORMATION
MONTGOMERY CITY AND COUNTY MERIT SYSTEM EXAMINATION

PRIOR TO YOUR EMPLOYMENT, YOU WILL BE REQUIRED TO PROVIDE TO YOUR EMPLOYER DOCUMENTATION OF YOUR IDENTITY AND EMPLOYMENT ELIGIBILITY IN ORDER TO COMPLY WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986.

EQUAL EMPLOYMENT OPPORTUNITY

Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations or because of race, national origin, or any other non-merit factors is prohibited. Discrimination on the basis of age, sex, or physical disability is prohibited except where specific age, sex, or physical requirements constitute a bona fide occupational qualification necessary to proper and efficient administration.

REQUEST FOR ACCOMMODATION

Under the Americans with Disabilities Act, it is the responsibility of the applicant with a disability to request accommodation which he/she requires in order to participate in the application or examination process. The Personnel Department reserves the right to require documentation of the need for accommodation under the ADA. In order to request accommodation in the application or testing process, contact the Personnel Director or Assistant Personnel Director at (334) 241-2675.

HOW DOES A PERSON QUALIFY?

Each person must meet the requirements listed in the MINIMUM QUALIFICATIONS part of the examination announcement. DESCRIBE YOUR QUALIFICATIONS AS COMPLETELY AND ACCURATELY AS POSSIBLE. Applications must be completely filled out and received in the Office of the Personnel Department, 27 Madison Avenue. Applications may be delivered in person, by hand-mail, by the U.S. Postal Service or any other mail delivery service, or by facsimile. Late applications and applications containing false statements will result in disqualification. You will be notified of acceptance of your application.

EXAMINATION

The examination may consist of a written test, a performance test, an evaluation of training and experience, an oral examination, or a combination of these. Applicants who meet the minimum qualifications will be notified when and where to report for examination, if required.

ELIGIBLE REGISTERS

Candidates who successfully complete all phases of the examination process are placed on a register of eligible candidates and will be notified of their standing on the Eligible Register as soon as practicable. Register information is not given out over the phone in order to protect candidate privacy. Candidates who are not available for employment or refuse employment may be placed in inactive status. Requests to be placed back on active status will be granted when the candidate is available for employment IF made in writing and IF the register is still active.

APPOINTMENT

Appointments are made by the City, County, Housing Authority, and Airport Authority, not the Personnel Department. When a vacancy occurs, the eligible register containing the names of the appropriate number of eligible candidates is provided to the requesting department by the Personnel Department for selection. Applicants who are not selected or who are not removed from the register remain on the Eligible Register for a maximum of two years or until there are less than five eligible candidates to select from and a new register must be established. Appointments are ordinarily made at the minimum salary of the salary range for the class.

WHAT IS THE PROBATIONARY PERIOD?

All appointments to permanent positions are made for a probationary period of not less than six months, except police officers who have a one-year probationary period. This working test period is to determine if the work and work habits of the employee are satisfactory and if the employee merits permanent appointment.